



IT9016 Change Position Extended Duty Rate

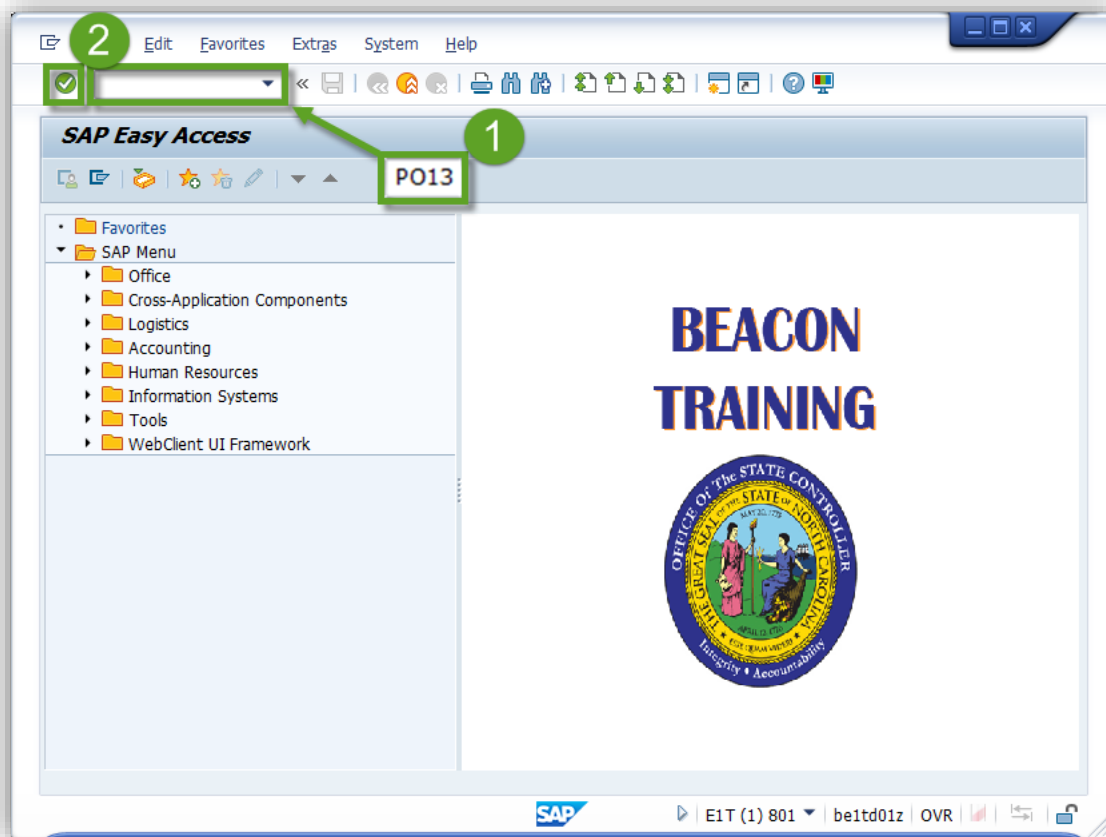
Trigger:


Use this document to change the Extended Duty Rate for a Position.

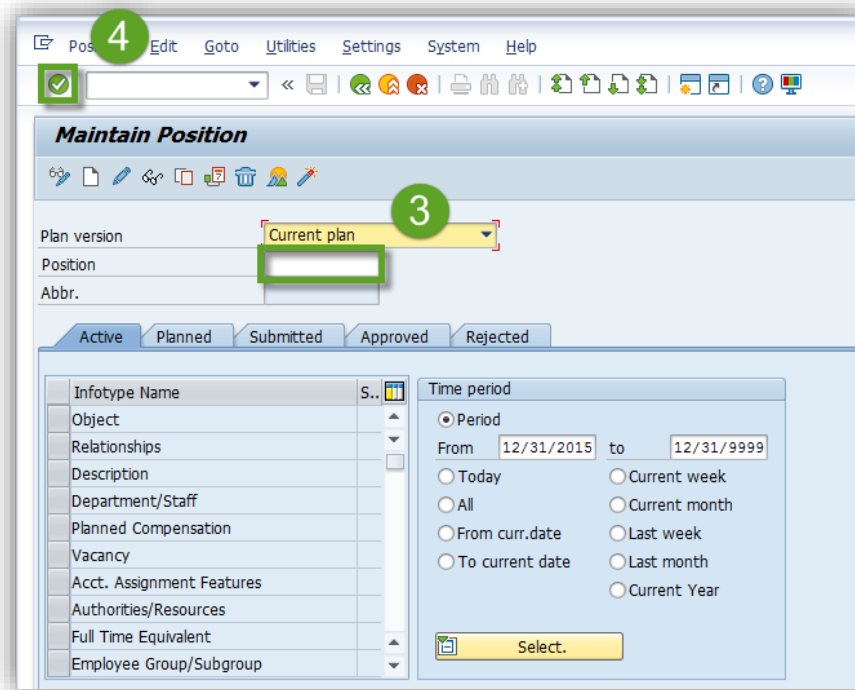
Business Process Procedure Overview:

Extended Duty (IT9016) - Positions that are eligible for extended duty compensation should have this Infotype created to indicate that eligibility. OSHR policy provides for special compensation under "extended duty" situations for certain medical classes. Refer to [OSHR policy](#) for more specific information. The Attendance Type **9510 - Additional Hours** should be used on the time sheet to indicate applicable hours.


Procedure

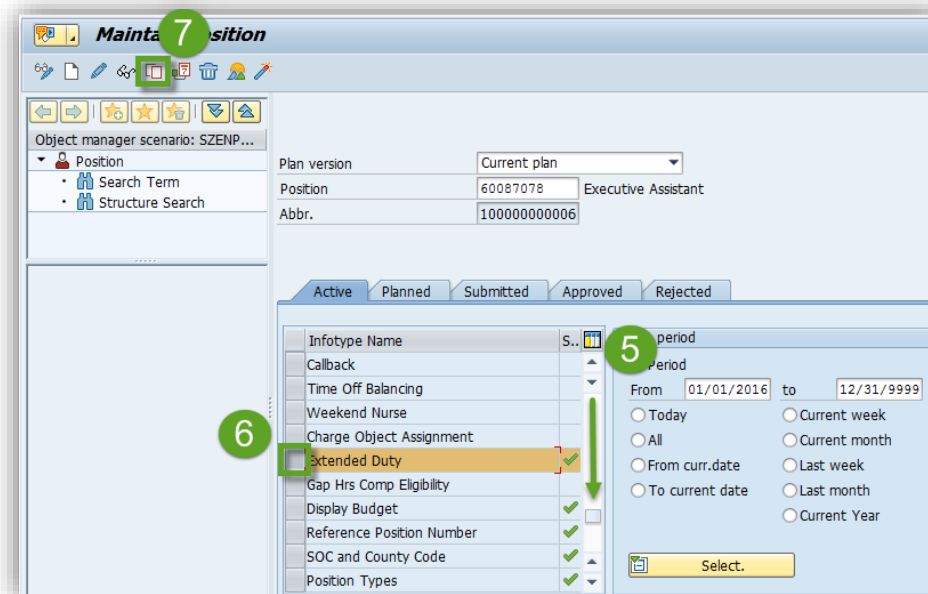


1. From the SAP Easy Access Screen, type **PO13** into the Command Field.
2. Click **Enter** .





The Maintain Position Screen will be displayed.


3. Enter the position number that you wish to change (i.e. **60087078**).
4. Click **Enter** .



The position details will populate.




5. Scroll until you find “Extended Duty.” A Green check indicates that an Extended Duty record currently exists.
6. Click the **button** to the left of “Extended Duty” .
7. Click **Copy**  (See next page for other options).

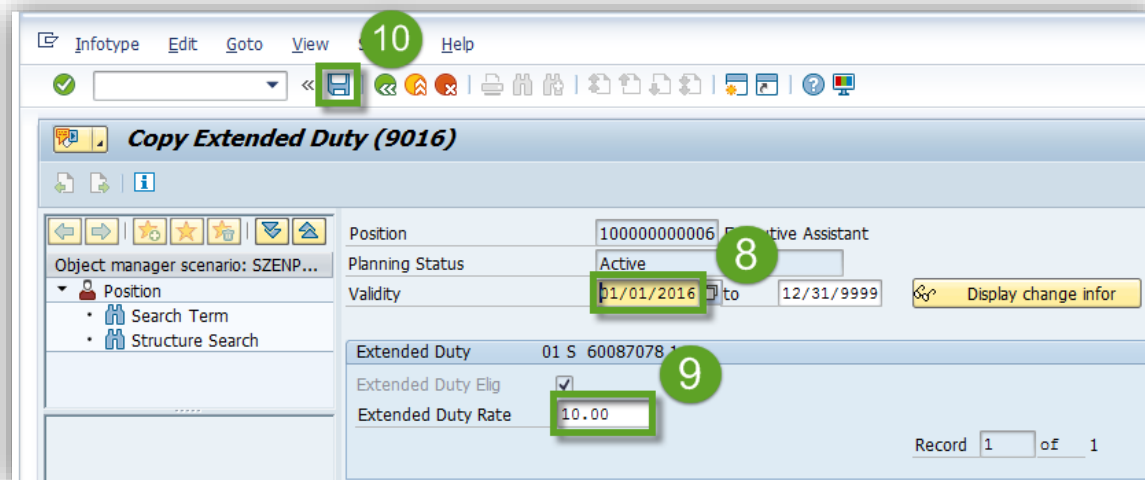
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Information

You have several options for modifying an Infotype:

Create 	Creates a New record. Use when creating an IT which has not existed before.
Copy 	Delimits the existing Infotype and creates a new, current IT. This method is HIGHLY recommended, as it preserves historical data.
Change 	Changes an existing Infotype without creating a new record. This method is NOT recommended as it overwrites historical record.



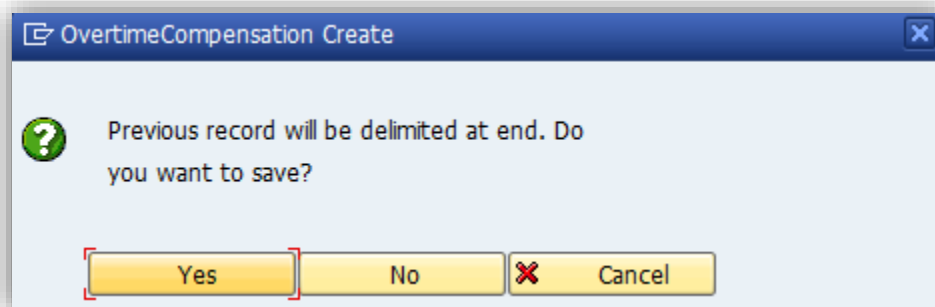
The Copy Extended Duty screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. **01/01/2016**)

9. Enter the “Extended Duty Rate” (i.e. **10.00**).

NOTE: *The Extended Duty Rate should reflect the desired hourly salary (in dollars) of an employee working Extended Duty hours.*

10. Click **Save** .

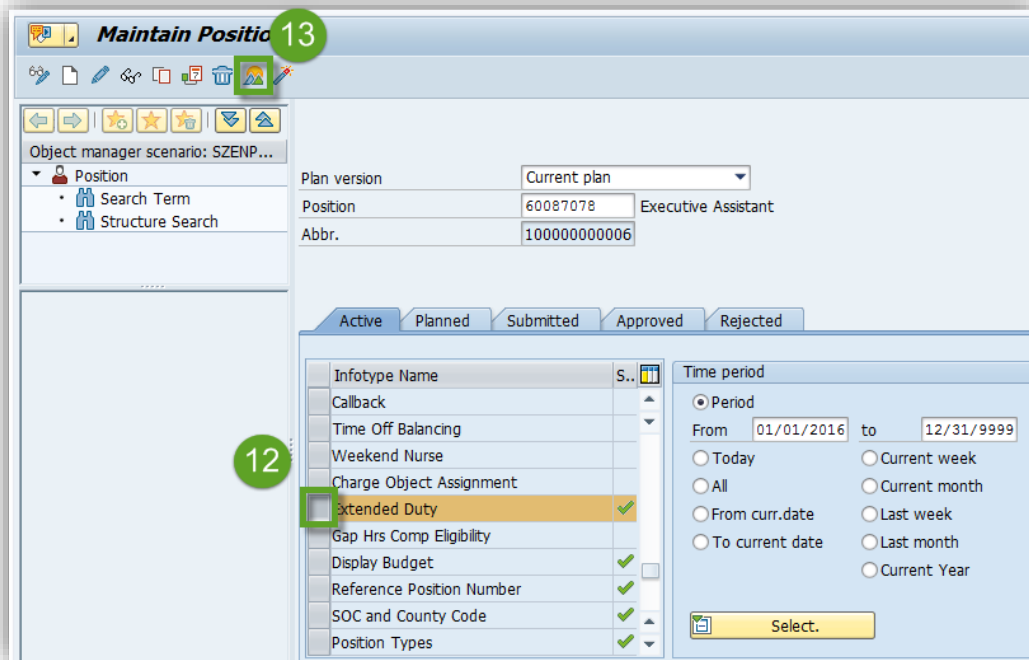


If you are Copying an Infotype, you will receive a message reminding you that the previous record will be delimited.

11. Click **Yes** .

 Record created

You should receive a message that the Record was created.



Maintain Position 13

Object manager scenario: SZENP...

Plan version: Current plan
Position: 60087078 Executive Assistant
Abbr.: 100000000006

Active | Planned | Submitted | Approved | Rejected

Infotype Name S..

Callback	
Time Off Balancing	
Weekend Nurse	
Charge Object Assignment	
Extended Duty	<input checked="" type="checkbox"/>
Gap Hrs Comp Eligibility	
Display Budget	<input checked="" type="checkbox"/>
Reference Position Number	<input checked="" type="checkbox"/>
SOC and County Code	<input checked="" type="checkbox"/>
Position Types	<input checked="" type="checkbox"/>

Time period

Period
From 01/01/2016 to 12/31/9999

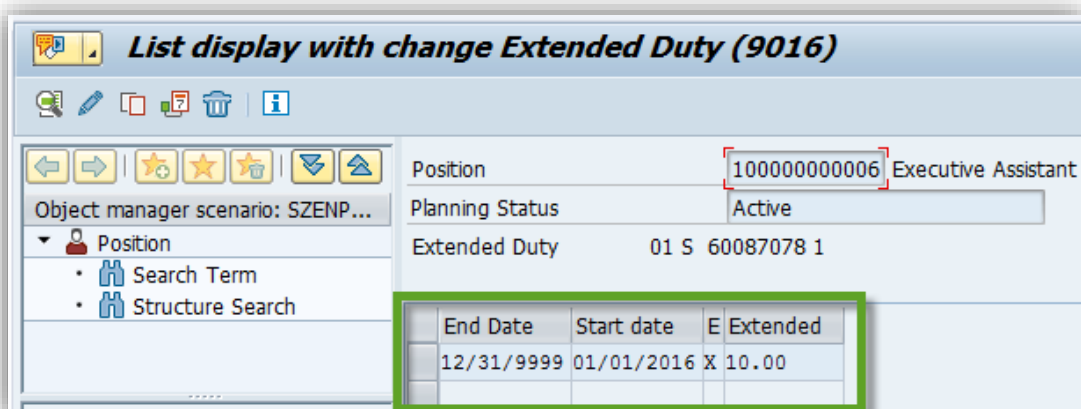
☐ Today ☐ Current week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Current Year

Select.

To view and confirm the change:

12. Click the **button** to the left of “Extended Duty” .

13. Click **Overview** .



List display with change Extended Duty (9016)

Position: 100000000006 Executive Assistant
Planning Status: Active
Extended Duty: 01 S 60087078 1

End Date	Start date	E	Extended
12/31/9999	01/01/2016	X	10.00

A list of all Extended Duty Rate Infotypes for the Position will be displayed, including the Validity Dates, whether the Position is eligible for Extended Duty, and the Extended Duty Rate.

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Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>

Other Job Aids:

[OM Tips and Tricks Job Aid](#)

Under Organizational Management > Job Aids

[PO13 Create Position Infotypes](#)

Under Organizational Management > BPPs

[OSHR Extended Duty Policy.](#)

Change Record

Change Date: 1/11/2016	Changed by: David Lassiter
Changes:	Moved Change Log to the end of the document. Updated Format, Screenshots, language and layout. Added "Additional Resources" Section Moved Tips and Tricks to "Additional Resources" Section.